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ANNUAL REPORT CLASSIFICATION
+ WAGE DIVISION 1954

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FY 1954

Classification & Wage Division

PROGRESS REPORT - LAST SIX MONTHS 1953

AND

PROGRAM OBJECTIVES - FIRST SIX MONTHS 1954

1. Introduction
2. Classification Surveys
3. Special Studies and Staff Services
4. Position Standards
5. Individual Personnel Action Approval
6. Table of Organization Processing
7. Program Objectives

1 February 1954

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Progress Report & Program Objectives

Classification & Wage Division

1. Introduction

The servicing of operating divisions with respect to Table of Organization approvals, individual personnel actions and classification surveys continued to be the predominant factor in the activities of the division during the last six months of 1953.

With this in mind, it has been our objective to organize and present job information obtained during individual job analyses and organizational surveys in a form which makes it of maximum usefulness for recruitment, placement, training, and career development as well as for classification purposes. This was accomplished by two methods: (a) Extending the introduction of a comprehensive position analysis format, which provides for each position, basic job information and additionally, qualification requirements, lines of progression, and an explanation of the basis for allocation to the grade concerned. (b) Preparation of position standards, which provide for groups of similar positions, a description of their characteristics, a guide for their allocation and statements of qualifications required of their incumbents.

During the period, a number of statistical studies were prepared covering subjects such as average grade structure trends for the Agency and its components, comparisons between authorized position grade levels and levels at which positions were encumbered, and the distribution by offices of specified categories of positions (e.g., personnel, finance, administrative). These studies have made possible a more intelligent review of the Agency classification plan and the manner in which it is being applied.

Finally, emphasis was placed on the development and coordination of Agency Regulations and Handbooks, encompassing the field of Classification and Wage Administration, and which will establish a commonly understood foundation for the activities of the division.

A breakdown of time distribution of staff work load (other than clerical) by activity category during the period is as follows:

<u>Category</u>	<u>Characteristics</u>	<u>Time Percentage</u>
1. Classification Surveys.	Collection, recording, and analysis of job information. Presentation and coordination of survey results with Office(s) concerned. Preparation of Survey Reports.	25%
2. Special Studies and Staff Services.	Analytical studies of grade structures of Agency components, average grade trends, distribution of categories of positions by offices. Preparation of Agency Regulations on Classification & Wage Administration. Development of Division and OP procedures. Staff Assistance to operating offices on classification problems other than those concerned with an individual personnel action or classification survey.	20%
3. Position Standards.	Analysis of groups of positions and preparation and coordination of standards covering job characteristics, guidelines for classifying positions and statements of qualifications required of their incumbents.	15%
4. Individual Classification Actions.	Review of individual personnel actions, requiring classification determinations, desk audits, preparation of description. Includes Supergrade review and recommendations.	15%
5. Table of Organization Review, Coordination, and Distribution.	Classification review of T/O proposals, coordination with Comptroller, Management Improvement Staff, etc., and preparation of summary of comments and OP recommendation to DDA. Distribution of approved T/O's and control of all T/O records.	8%
6. Formal Training.	Attendance of Division Personnel at Basic Intelligence Course, Orientation Course, Administrative Management Course, etc.	8%
7. Leave		9%

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Next 12 Page(s) In Document Exempt

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